



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350

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SECNAVINST 5510.35
NO9N
October 11 1994

SECNAV INSTRUCTION 5510.35

From: Secretary of the Navy
To: All Ships and Stations

Subj: NUCLEAR WEAPON PERSONNEL RELIABILITY PROGRAM (PRP)

Ref: (a) DoD Directive 5210.42 of 25 May 93 (NOTAL)
(b) SWOP 25-2 (Naval Atomic Planning, Support and Capabilities Listing) (NOTAL)
(c) DoD Directive 5210.41M of Sep 87 (NOTAL)
(d) JOINT PUBLICATION 1-04 (NOTAL)
(e) DoD DIRECTIVE S5210.81 of 18 Jun 91 (NOTAL)
(f) 5 CFR, Part 339 (Civilian Medical Determinations Related to Employability)
(g) NAVEDTRA 10500
(h) NAVPERS 15909E (Enlisted Transfer Manual)

Encl: (1) Definitions
(2) Listing of Typical PRP Positions
(3) Reliability Standards and Application
(4) Screening and Certification Procedures
(5) Continuous Evaluation
(6) Decertification/Reinstatement Procedures
(7) Contractor Requirements for the PRP
(8) Instructions for Preparation of Annual Status Report for PRP

1. Purpose. To implement reference (a) providing policy and guidance for administration of the Nuclear Weapon Personnel Reliability Program (PRP) and amplifying the provisions of references (b) through (h) pertaining to the selection and evaluation of personnel assigned to duties involving nuclear weapons.

2. Cancellation. OPNAVINST 5510.162 and MCO 5510.7F.

3. Definitions. Definitions of terms used in this instruction are listed in enclosure (1).

4. Applicability

a. The PRP is applicable to Department of the Navy (DON) military members serving on active duty, civilian personnel and



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OCT 11 1994

contractor employees when assigned to PRP positions or in training leading to assignment to PRP positions. Enclosure (2) lists typical PRP positions.

b. The PRP does not apply to active duty or reserve units not possessing nuclear weapons, nuclear components, or Nuclear Command and Control (NC2) systems and equipment unless identified as a "nuclear capable activity" by the DON in reference (b).

c. Although strict adherence to PRP procedures during transition to war or during wartime may be impractical, particularly in a combat theater, the intent of PRP policy will apply. Commanding officers, while not encumbered with the administrative controls of the PRP, must continue to apply their best professional judgement and select only the most trusted individuals to perform nuclear weapon duties.

5. Policy

a. It is Department of Defense (DoD) and DON policy to support the national security of the United States by maintaining an effective nuclear deterrent while protecting the public health, safety, and environment. It is imperative that special consideration be given to nuclear weapons because of their destructive power, military importance, policy implications and the potential political consequences of a nuclear accident. The safety, security, control and effectiveness of nuclear weapons are of paramount importance to the security of the United States.

b. It is DoD and DON policy to ensure nuclear weapons are not subject to loss, theft, sabotage, unauthorized use, unauthorized destruction, unauthorized disablement, unintentional jettison, or accidental damage.

c. The PRP is designed to assure only those personnel who have demonstrated the highest degree of individual reliability, trustworthiness, personal conduct, and integrity are permitted to perform duties associated with nuclear weapons. Those performing nuclear weapons duties will be continuously evaluated for adherence to PRP standards. This assurance is accomplished through careful screening and selection, education, continuous evaluation and prompt removal of personnel from the PRP who no longer meet the high standards prescribed.

d. Only U.S. citizens shall be assigned to PRP positions. (See definition, enclosure (1)).

SEP 10 1996

occupying PRP critical and controlled positions have the required security investigation and clearance and meet the requirements and reliability standards of enclosure (3).

d. The PRP Screening and Evaluation Record, OPNAV 5510/414 (3-94), will be documented in accordance with the detailed instructions provided in Appendix (A) to enclosure (4). Although OPNAV 5510/414 replaced NAVPERS 5510/3 (3-75) screening form in the Navy forms system, NAVPERS 5510/3 forms currently in use need not be replaced until screening or rescreening makes replacement convenient. References made to OPNAV 5510/414 in this regulation also imply NAVPERS 5510/3. Once certified, the procedures for continuously evaluating certified personnel contained in enclosure (5) will apply.

e. When information is developed that raises questions regarding an individual's eligibility to continue to perform PRP duties, a decertification may be appropriate. Detailed instructions for decertification procedures are in enclosure (6).

f. Specific requirements for DON contractor employees performing PRP duties are provided in enclosure (7). DON contractors may perform the duties of a PRP position only if specifically authorized by CNO (N09N2).

g. The issuance of this instruction does not, in itself, require the recertification of personnel who are assigned in PRP positions.

8. **Action.** Commanding officers or activity heads will ensure compliance with the provisions of this instruction.

a. Permanent PRP decertifications must be reported to CNO (N09N2) for Navy personnel and to CMC (MPP-54) for Marine Corps personnel. Detailed reporting instructions are included in Appendix (A) to enclosure (6).

b. An annual report of PRP statistical information for the calendar year must be submitted to CNO (N09N2) for Navy and Marine Corps personnel to be received no later than 15 January each year. Marine Corps commands will also submit a copy of their annual report to CMC (MPP-54). Detailed instructions and required reporting format are in enclosure (8).

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SEP 10 1996

9. Reports and Forms

a. Report symbol OPNAV 5510-24 is assigned to the permanent decertification report and is approved for 3 years from the date of this instruction.

b. Report symbol DD-C3I(A)1403(5510) is assigned to the annual status report and is approved for 3 years from the date of this instruction.

c. The following forms are available through the Navy supply system per NAVSUP P2002:

OPNAV 5510/414 (3-94), Personnel Reliability Program (PRP) Screening And Evaluation Record, S/N 0107-LF-017-6700,

OPNAV 5510/415 (3-94), Record Identifier For Personnel Reliability Program, S/N 0107-LF-017-6800.



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OCT 11 1994

OPNAV 5510/415 (3-94), Record Identifier For Personnel
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DEFINITIONS

1. Access. Proximity to a nuclear weapon or nuclear component affording an opportunity to tamper with or cause damage to a nuclear weapon when such activities could go undetected. Normally, a person near a weapon is not considered to have access if an escort or a guard is provided for either the person or the weapon.
2. Active Service. Active duty in the U.S. military including reservists serving on active duty or continuous federal service. For PRP purposes, the following apply:
 - a. An interruption in active military service of over 24 months constitutes a break in active service. Inactive service in the Armed Forces Reserve or National Guard components does not constitute active service, even though active duty periods for training or other temporary service of less than 180 days may occur.
 - b. Assignment as a midshipman or cadet at any of the four service academies is considered active service for PRP purposes.
 - c. Assignment as a Reserve Officers Training Corps, Merchant Marine Academy, or Maritime Academy cadet or midshipman is not considered to be active service.
3. Agency and Installation PRP Monitor. An individual in the military grade of E-5 or above, or a civilian employee in the general schedule grade of GS-7 or above, appointed to assist the certifying official in the administration and day-to-day functions of the PRP at DON commands whose PRP consists of 100, or more, personnel. This individual would report directly to the PRP certifying official.
4. Alcohol Abuse. The use of alcohol to an extent that it has an adverse effect on the user's health, behavior, family, community, or the DON and/or the illegal use of such substances.
5. Armed. Equipped with a loaded firearm.
6. Central Adjudication Facility (DON CAF). The facility designated by the Secretary of the Navy to evaluate personnel security investigations (PSI) and other relevant information and issue personnel security determinations.
7. Certifying Official. The military or civilian official, designated by the commanding officer or activity head, to be

Enclosure (1)

OCT 11 1994

responsible for determining the acceptability of personnel assigned to nuclear weapons duties. The certifying official's position must allow sufficient personal contact with all command PRP personnel to permit continual evaluation of their performance and reliability. For contractor personnel, the certifying official will be the military or civilian official designated in the contract.

8. Competent Medical Authority. A U.S. military medical officer, or a U.S. civilian physician employed by, or under contract to the U.S. Government, who is responsible for providing medical services or clinical evaluation, as required by this instruction or requested by the certifying official or reviewing official.

9. Controlled Position. A position whose incumbent, because of assigned nuclear duties:

- a. Has access, but no technical knowledge; or
- b. Controls entry into areas containing nuclear weapons, nuclear components, or nuclear certified computer data, but does not have access or technical knowledge; or
- c. Is armed and/or assigned duty for nuclear weapon security that would afford the opportunity to inflict damage on the weapon or, when joined, to its delivery system; or
- d. Has been designated as a "certifying official" at operational unit or staff activities with only designated controlled PRP positions.

10. Counterintelligence Scope Polygraph (CSP) Examination. A polygraph examination in which the scope of the relevant questions is restricted to specific countermeasures and counterintelligence topics.

11. Critical Position. A position whose incumbent, because of assigned nuclear duties:

- a. Has access and technical knowledge; or
- b. Can either directly or indirectly cause the launch or use of a nuclear weapon; or
- c. Controls access to or uses positive control materials or devices such as sealed authentication systems, Permissive Action Link (PAL) materials and related codes, strategic and

tactical Nuclear Certified Computer Data (NCCD), emergency action messages, or release procedures for nuclear weapons; or

d. Has been designated as a "certifying official" at operational unit or staff activities with designated "critical PRP" positions.

12. Decertification. An action based on the receipt of disqualifying information to remove from the PRP an individual who was previously screened, determined reliable, and certified capable to perform duties involving nuclear weapons.

13. Disqualification. An action taken based on the receipt of disqualifying information to terminate the PRP qualification process of an individual considered for, or in training leading to the assignment to, duties involving nuclear weapons.

14. DoD Personnel. Active duty military personnel, civilian employees of the DoD, or for PRP purposes, DoD contractors and their employees.

15. Drug Abuse. The use or possession of controlled substances, or illegal drugs, or the nonmedical or improper use of other drugs (e.g., prescription, over-the-counter, etc.) that are packaged with a recommended safe dosage. This includes the use of substances for other than their intended use (e.g., glue and gasoline fume sniffing or steroid use not specifically prescribed by competent medical authority).

16. Entrance National Agency Check (ENTNAC). A PSI consisting of a records review of certain national agencies to include, as a minimum, a check of the Defense Clearance and Investigations Index (DCII), the Federal Bureau of Investigation (FBI) headquarters records, and a name check of the FBI identification records. An ENTNAC is required for each first-term military enlistee entering military service.

17. Exclusion Area. A designated area immediately surrounding one or more nuclear weapons and/or systems. Normally, the boundaries of the area are the walls, floor, and ceiling of a structure, or are delineated by a permanent or temporary barrier. In the absence of positive preventive measures, access into the exclusion area constitutes access to the nuclear weapons and/or systems.

18. Limited Area. A designated area immediately surrounding one or more exclusion areas and the outer or inner barrier or boundary of the perimeter security system.

OCT 11 1004

19. National Agency Check (NAC). A PSI which includes, as a minimum, a check of the DCII, the FBI Headquarters records and a technical fingerprint search of FBI/ID files. If the fingerprint card is not classifiable, a "name check only" of those files is conducted.

20. NAC Plus Written Inquiries (NACI). A PSI conducted by the Office of Personnel Management (OPM) that combines a NAC with credit checks and with written inquiries to law enforcement agencies, former employers, supervisors, references, and schools.

21. Nuclear Certified Computer Data (NCCD). Media containing nuclear mission or launch control data defined by reference (d). PRP requirements begin with the certification of the original nuclear certified computer media master and ends with the destruction or decertification of the master or any nuclear certified copy.

22. Nuclear Command and Control (NC2) Positions. The following are definitions and examples of NC2 positions:

a. Positions that provide personnel with access to NC2 coding and authentication processes and a communications medium necessary to transmit nuclear release, transfer, execution, or termination orders.

Example: Unified and/or Specified Commanders in Chief (CINC), Commander in Chief, United States Naval Forces Europe (CINCUSNAVEUR) nuclear command center emergency action officers who decipher emergency action messages that direct/redirect nuclear force execution.

b. Positions in which personnel are involved in the preparation and production of NC2 coding and authentication documents and equipment.

Example: Unified and/or Specified CINC or headquarters personnel with access to nuclear weapons operational codes master lists/tapes and/or numerical master lists of combinations and or responsibility for quality assurance, and final verification.

c. Positions involved in the preparation and production of nuclear weapons targeting tapes and materials.

Example: Selected personnel who certify TOMAHAWK Land-Attack Missile/Nuclear (TLAM/N) mission/targeting tapes or Launch Control Center Data (LCCD).

OCT 11 1994

23. Periodic Reinvestigation (PR). An investigation conducted at specified intervals for updating a previously completed PSI.
24. Personnel Security Investigation (PSI). Any investigation required for determining the eligibility of DoD military or civilian personnel and contractor employees for access to classified information, acceptance or retention in the armed forces, or assignment to and retention in sensitive duties.
25. Positive Control Materials or Device. Sealed Authenticator Systems (SAS), Permissive Action Link (PAL), Coded Switch Systems (CSS), Positive Enable Systems (PES), or Nuclear Certified Computer Data (NCCD).
26. Random Urinalysis Testing. A program of substance abuse testing conducted based on random selection of personnel to be tested, and not based on personal history. Testing may be of designated individuals functioning in a specified area, element or position, or random testing of individuals based on a neutral criterion, such as a digit of the social security number.
27. Reviewing Official. The commanding officer, executive officer or designated DoD military or civilian official, at a level immediately above that of the certifying official and who is responsible for operations involving nuclear weapons, related nuclear weapon systems and/or components.
28. Single-Scope Background Investigation (SSBI). A PSI consisting of both record reviews and interviews with sources of information. The period of investigation for a SSBI covers the most recent 10 years of an individual's life or since the 18th birthday, whichever is shorter. No investigation shall be conducted before an individual's 16th birthday.
29. Suspension. An action used to immediately remove a member from PRP duties without starting a decertification action.
30. Technical Knowledge. Knowledge that would allow an individual to perform an intentional act on a nuclear weapon, nuclear certified computer data, a critical nuclear weapon system component, or positive control material in a manner that could go undetected during normal monitoring or operations and could cause the unauthorized prearming, arming, launching, firing, releasing, disablement, or detonation of a nuclear weapon or degradation of weapon performance.
31. U.S. Citizen. A person born in one of the following locations is considered to be a U.S. citizen for PRP purposes; the 50 United States and the District of Columbia, Puerto Rico,

SECNAVINST 5510.35

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Guam, American Samoa, Commonwealth of Northern Mariana Islands, U.S. Virgin Islands, the Federated States of Micronesia, and the Republic of the Marshall Islands. A naturalized U. S. citizen or a person born in a foreign country to parents who are U. S. citizens and for whom a certification of U. S. birth is issued, is a U. S. citizen.

OCT 11 1994

LISTING OF TYPICAL DOD PRP POSITIONS

PRP POSITION DESIGNATIONS

(This matrix is provided to assist in identifying PRP positions.
Only certified nuclear-capable units require position designations)

<u>DUTY POSITION</u>	<u>DUTY POSITION EXAMPLE</u>	<u>PRP DESIGNATION</u>
1. Commanders of delivery units	Navy-surface ship and submarine; Air Force-wing, group, and squadron; persons delegated to act for the above on nuclear weapon operations.	Critical
2. Pilots and crew, delivery aircraft; missile crew	Pilots, navigators, and bombardiers; weapon system officers; electronic system officers; missile crew members.	Critical
3. Delivery Unit personnel and supervisors		
a. With access and technical knowledge	Persons who by the nature of their assigned duties could cause the unauthorized launch, release, or firing of a nuclear weapon.	Critical
b. With access, no technical knowledge	Handling, transporting, and launch personnel.	Controlled
c. Without access	Support such as clerks, cooks.	None
4. Commanders, nuclear support units	Army-direct support or general support depot; Navy-weapon station or Naval magazine, weapons division officer; Air Force - munitions or missile maintenance squadron;	Critical

OCT 11 1994

<u>DUTY POSITION</u>	<u>DUTY POSITION EXAMPLE</u>	<u>PRP DESIGNATION</u>
<p>5. Nuclear support unit personnel and supervisors</p> <p>a. With access and technical knowledge</p> <p>b. With access, no technical knowledge</p> <p>c. Without access</p>	<p>Persons who perform modifications, retrofits, limited life component changes, and similar tasks.</p> <p>Handling, transporting, and launch personnel.</p> <p>Support personnel such as clerks, cooks.</p>	<p>Critical</p> <p>Controlled</p> <p>None</p>
<p>6. Personnel in command and control line</p>	<p>Persons who control or use authenticators and/or emergency action messages; permissive action link teams and management personnel; staff officers who could direct the employment of nuclear weapons; contractor and other personnel who control or use strategic or tactical NCCD.</p>	<p>Critical</p>
<p>7. Handling and transport personnel</p>	<p>Storage and supply personnel, supply clerks, vehicle operator, crane operators.</p>	<p>Controlled</p>
<p>8. Pilots and crew, transport aircraft</p> <p>a. With access</p> <p>b. Without access</p>	<p>Self-explanatory.</p> <p>Self-explanatory.</p>	<p>Controlled</p> <p>None</p>

OCT 11 1994

<u>DUTY POSITION</u>	<u>DUTY POSITION EXAMPLE</u>	<u>PRP DESIGNATION</u>
<p>9. Explosive ordnance disposal (EOD)</p> <p>a. With access and technical knowledge</p> <p>b. Without access</p>	<p>EOD technicians.</p> <p>EOD technicians not assigned to PRP billets; EOD support such as clerks and mechanics.</p>	<p>Critical</p> <p>None</p>
<p>10. Command disablement management team</p> <p>a. With access and technical knowledge</p> <p>b. With access, no technical knowledge</p>	<p>Personnel tasked with coding/recoding/checking built-in CDS and external controlled CD</p> <p>Command Disablement Team</p>	<p>Critical</p> <p>Controlled</p>
<p>11. Security guards</p> <p>a. Internal and inside of perimeter</p> <p>b. Alarm monitors</p>	<p>Persons who control access into an exclusion area or a limited area; includes permanently assigned guards in any such area.</p> <p>Persons who control primary and redundant intrusion detection systems annunciation equipment.</p>	<p>Controlled</p> <p>Controlled</p>

OCT 11 1991

<u>DUTY POSITION</u>	<u>DUTY POSITION EXAMPLE</u>	<u>PRP DESIGNATION</u>
c. External to perimeter	Persons permanently assigned to nuclear weapon security duties who are armed and could inflict damage on a nuclear weapon or, when joined, to the delivery system.	Controlled
d. Escort	Persons controlling access to weapons during transport.	Controlled
e. Augmenters (1) Armed	Persons routinely assigned to duties directly for nuclear weapon security who are armed or could inflict damage on a nuclear weapon or, when joined, to the delivery system.	Controlled
(2) Not armed	Persons assigned to the augmentation response force.	None
12. Delivery system maintenance personnel and supervisors a. With access, no technical knowledge b. Without access	Persons routinely assigned to nuclear weapon security duty who are not armed or could not inflict damage on a nuclear weapon or, when joined, its delivery system. Persons who could cause the unauthorized launch, release, or firing of a nuclear weapon.	None Critical Controlled None

OCT 11 1997

<u>DUTY POSITION</u>	<u>DUTY POSITION EXAMPLE</u>	<u>PRP DESIGNATION</u>
<p>13. Nuclear weapon inspectors</p> <p>a. With access</p> <p>b. Without access</p>	<p>Position equal to that being inspected.</p>	<p>Critical or controlled</p> <p>None</p>
<p>14. Custodial unit personnel</p> <p>a. Custodians</p> <p>b. Custodial agents</p>		<p>Critical</p> <p>Controlled</p>
<p>15. Communications security personnel</p>	<p>Persons who receive, maintain, and distribute sealed authenticators, PAL material, or related codes.</p>	<p>Critical</p>
<p>16. Designated NC2 personnel</p>	<p>Personnel with access to NC2 coding and authentication processes and a communications medium necessary to transmit release, execution, or termination orders; personnel involved in the preparation and production of NC2 coding and authentication documents and equipment; personnel involved in preparation and production of nuclear weapons targeting tapes and materials; and other personnel who could have an adverse impact on system performance for nodes and equipment that represent near-single-point-failure elements for the NC2 system.</p> <p>(Note: Refer to <u>definitions</u> for further clarification.)</p>	<p>Critical</p>

OCT 11 1994

<u>DUTY POSITION</u>	<u>DUTY POSITION EXAMPLE</u>	<u>PRP DESIGNATION</u>
<p>17. Nuclear Certified Computer Data (NCCD) personnel</p> <p>a. With access and technical knowledge</p> <p>b. With access no technical knowledge</p>	<p>Personnel who certify nuclear computer data or personnel who have access to NCCD which could feasibly permit modification or substitution of certified materials without detection.</p> <p>Non-DCS NCCD couriers.</p>	<p>Critical</p> <p>Controlled</p>

OCT 11 1961

RELIABILITY STANDARDS AND APPLICATION

1. GENERAL. The certifying official will evaluate the reliability and suitability of an individual for PRP duties based on an assessment of the individual's personnel security eligibility, physical and mental competence, judgement, dependability and attitude. The certifying official will consider all relevant facts of the individual's current and past duty performance, the results of the personnel security investigation (PSI) (as appropriate), medical evaluations, supervisors comments, and will apply the PRP qualifying and disqualifying standards when making a determination regarding an individual's ability to reliably perform PRP duties.

a. Qualifying. The following traits or conduct are expected of all PRP members:

(1) Physical competence, mental alertness, and technical proficiency commensurate with duty requirements.

(2) Evidence of dependability in accepting responsibilities and effectively performing in an approved manner; flexibility in adjusting to changes in working environment.

(3) Evidence of good social adjustment and emotional stability and ability to exercise sound judgment in meeting adverse or emergency situations.

(4) Positive attitude toward nuclear weapon duties, including the purpose of the PRP.

b. Disqualifying. Any of the following traits or conduct are grounds for the removal or disqualification of individuals from the PRP:

(1) Alcohol abuse

(2) Drug abuse

(3) Negligence or delinquency in performance of duty

(4) Conviction of, or involvement in, a serious incident

(5) Mental, emotional or other significant medical condition

(6) Poor attitude or lack of motivation

Enclosure (3)

2. APPLICATION OF DISQUALIFYING CRITERIA. The threshold used when applying this criteria is that certifying and reviewing officials will have no reasonable doubt regarding the individual's reliability. Decisions will be made in the interest of national security. The following expanded guidelines are furnished to assist in making consistent reliability determinations:

a. Alcohol Abuse. An isolated incident of alcohol abuse is not intended to be automatically disqualifying or to automatically require a decertification action. However, any alcohol abuse raises serious questions regarding an individual's acceptability for initial or continued assignment in a PRP position.

(1) Alcohol Dependent. Individuals diagnosed as alcohol dependent (usually characterized by Level III treatment or equivalent treatment for civilian personnel) will be decertified. The reviewing official will determine whether a temporary or permanent decertification is required after thoroughly evaluating the results of information provided by the certifying official, which should include a personnel and medical records screening, a medical diagnosis and subject interview. Enclosure (6) provides guidance on determining appropriate decertification action.

(a) Permanent Decertification: Reinstatement to PRP duties of an individual decertified for alcohol abuse may be considered after the individual satisfactorily completes the one year formal aftercare program to include regular and frequent participation in meetings of Alcoholics Anonymous or a similar organization, and total abstinence from alcohol. A PRP qualification screening, to include a favorable prognosis by the competent medical authority, and a psychological evaluation will be completed before requesting PRP reinstatement. Requests for reinstatement will be forwarded to the CNO (N09N2) or CMC (MPP-54) via the chain of command.

(b) Temporary Decertification: Removal of the temporary decertification may be considered after completion of 180 days aftercare provided the member's conduct, job performance, compliance with aftercare program, abstinence from alcohol, and medical prognosis indicates favorable completion of the remaining aftercare program. Failure to satisfactorily complete the 1-year formal aftercare program or any additional alcohol related incidents will result in permanent decertification.

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(2) **Alcohol Abuse.** Individuals diagnosed as alcohol abusers (but who are not alcohol dependent (usually characterized by Level II treatment or equivalent for civilian personnel)) will, at a minimum, be temporarily decertified.

(a) These individuals may have their temporary decertification removed and may be returned to PRP duties after successfully completing the rehabilitation program or treatment prescribed, to include satisfactory completion of 180 days of the formal aftercare program. During formal aftercare, the member's conduct, job performance, compliance with the aftercare program requirements and favorable prognosis by the competent medical authority will be considered by the certifying official. Removal of temporary decertification will be accomplished by formal rescreening.

(b) Failure to satisfactorily complete the 1-year formal aftercare program or any additional alcohol related incidents will result in permanent decertification.

(3) **Isolated Alcohol Incident.** Individuals whose abuse of alcohol is characterized by an isolated alcohol related incident and/or for whom a formal counseling program or equivalent treatment for civilian personnel may be prescribed will, at a minimum, be suspended from PRP duties in order to allow for a full inquiry and medical evaluation. If a favorable rescreening cannot be accomplished within 30 days, a temporary or permanent decertification action will be taken, as appropriate.

b. **Drug Abuse.** Drug abuse is a violation of the law. It demonstrates a behavior pattern or action which is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.

(1) Any personnel determined to have pre-service or in-service abuse of any drug will be disqualified prior to initial assignment to a PRP billet or, if currently assigned will be permanently decertified except:

(a) drug abuse (except hallucinogens) which was screened acceptably under previously existing PRP guidance will not be the sole basis for recertification denial or decertification, and

(b) pre-service experimental (infrequent) use of cannabis derivatives will not necessarily be the basis for disqualification or decertification.

(c) these exceptions may apply providing there is no additional information that causes the certifying official to doubt the individual's reliability. If the certifying official has any reason to doubt or suspect an individual's reliability for PRP duties, re-evaluation is required in accordance with enclosure (4).

(2) Any individual who abuses drugs while in the PRP will be immediately permanently decertified.

(3) Any personnel determined to have used hallucinogens at any time will be disqualified or immediately permanently decertified.

(4) Any personnel involved in trafficking, cultivating, processing, manufacturing, or sale of any illegal drug will be disqualified or immediately permanently decertified.

c. Negligence or delinquency in performance of duty.

Because a good indication of reliability is past performance, the certifying official will review the individuals work history for evidence of desirable traits, such as dependability, flexibility and good judgement. Undesirable traits will be apparent by demonstrated poor performance on the job or unreliability evidenced by an unauthorized absence or desertion. In determining negligence the command must evaluate all aspects of the individuals actions, keeping in mind that instances of past youthful indiscretions are not necessarily proof of unreliability or negligence.

d. Conviction of an offense, or involvement in a serious incident. Conviction by a military or civil court of a serious offense or involvement in an incident, act, or series of actions which are indicative of a contemptuous attitude toward the law or other duly constituted authority must be considered.

(1) A contemptuous attitude towards the law or authority may be demonstrated by misdemeanor offenses, assault, sexual misconduct, financial irresponsibility, an inordinate number of traffic violations, abuse of spouse or children, etc. Any situation in which the individual knows the law, regulations or requirements and simply does not choose to comply, can demonstrate a contemptuous attitude and could be disqualifying.

(2) Although the term "serious incident" is a relative term, any incident that causes concern on the part of the command regarding the individual's trustworthiness, reliability, or judgement will be considered as "serious" for the purpose of this instruction.

OCT 11 1984

e. Medical Condition. Upon consultation with a Competent Medical Authority, any significant physical, mental, or emotional condition, or aberrant behavior, considered by the certifying official as prejudicial to reliable performance, must be considered for disqualification, decertification or suspension.

(1) **Short Term.** Any condition which could reasonably be expected to be resolved within 6 months (e.g. broken hand, certain stress situations, medication which impedes performance, etc.) may be the basis for a temporary decertification or suspension.

(2) **Long Term.** Commanding officers or activity heads will be notified immediately of any individual being considered for or currently performing in a PRP position who has been diagnosed with a serious progressive illness. The primary consideration in all determinations must be the national security. (This includes individuals with active Acquired-Immune Deficiency Syndrome (AIDS) or those who test positive for the Human Immunodeficiency Virus (HIV). Individuals with AIDS or who are HIV positive will not be treated differently than other individuals with a serious progressive illness solely on the basis of being diagnosed with AIDS or testing HIV positive.) The certifying official will take the necessary actions to ensure that the individual is properly screened both medically and psychologically. As with any potentially disqualifying medical condition, the reviewing official must decide each case on specific medical and other pertinent evaluations of the individual involved.

(3) **Aberrant Behavior.** Aberrant behavior can be interpreted to include a variety of behaviors or conduct. Individuals who hold PRP positions are expected to conduct themselves in accordance with a strict code of behavior which requires the use of exceptional judgement and reliability. In accordance with the reliability standards "aberrant" suggests a deviation from what is expected normal behavior for holding a PRP position and can be of long or short duration. Any bizarre or strange behavior or perverse activity can be considered as aberrant. In most cases a medical evaluation is appropriate to evaluate the mental or emotional state of the individual whose behavior is considered aberrant.

f. Poor attitude or lack of motivation. Display of poor attitude or lack of motivation can be evidenced by a negative or pessimistic attitude (arrogance, inflexibility, or suspiciousness), unsound behavior (impulsiveness, destructiveness, or suicide threats), or aberrant mood

SECNAVINST 5510.35

OCT 11 1994

(depressed or agitated) which is detrimental to sound reliable performance. Included in this are individuals who display indications of excessive worry, anxiety, or apprehension concerning the duties of the PRP position. Also, individuals who express an unwillingness to be assigned to nuclear weapons duties, profess to be conscientious objectors, or who give evidence of objecting to the bearing and use of arms when necessary will not be assigned to nuclear weapons duties. It is intended that individuals who do not display a positive attitude towards PRP duties be considered for decertification or disqualification.

Enclosure (3)

SCREENING AND CERTIFICATION PROCEDURES

OCT 11 1981

The determination of acceptability for assignment to the PRP will be made by the certifying official based on appropriate security investigation, personnel records review, medical evaluation, personal interview and proficiency determination. The PRP screening is used to proactively monitor and document the evaluation of individuals who are in, or who will be in, PRP billets. The screening and evaluation requirements will vary depending on the individual's PRP status (e.g. in training for a PRP billet, previously screened for a PRP billet, currently occupying a PRP billet).

1. INITIAL SCREENING. Certifying officials will use the OPNAV 5510/414 to document the formal screening and certification of acceptability of individuals assuming PRP duties. If an individual who was previously in the PRP has been out of the program for more than 5 years, certification procedures for initial screening apply. When an individual has had a break in active duty service for more than 24 months, initial screening procedures apply. The following general screening procedures apply for all individuals who are initially screened for PRP:

a. Investigative Requirements. The investigation upon which certification is based must have been completed within 5 years prior to the date of initial assignment to a PRP position, with no break in active service (see definition in enclosure (1)) longer than 24 months between completion of the investigation and initial assignment.

(1) In cases where the investigation was completed more than 5 years before initial assignment or where a break in active service exceeds 24 months after completion of the investigation, a new investigation is required.

(2) Reinvestigations are required every 5 years for all PRP position assignments.

(3) The word "NAC", when used in this instruction, includes the Entrance NAC (ENTNAC) and the National Agency Check plus Written Inquiries (NACI) conducted for civilian employment.

(4) Critical PRP position. The investigative requirement for initial assignment to a critical PRP position is a favorably adjudicated Single Scope Background Investigation (SSBI) completed within the past 5 years. This requirement may also be satisfied by a favorable SSBI Periodic Reinvestigation (SSBI-PR) a Background Investigation (BI) or BI-PR, Special Background Investigation (SBI), or SBI-PR completed within

Enclosure (4)

OCT 11 1991
the past 5 years. If there is no investigation to satisfy the requirements for initial assignment, the command must request an SSBI.

(a) NC2 Positions. In addition to investigative requirements, personnel selected for designated NC2 positions, in accordance with reference (e), will be subject to Counterintelligence-Scope Polygraph (CSP) examinations administered aperiodically and a urinalysis drug test administered specifically for the purpose of NC2 certification prior to placement into the PRP and randomly thereafter.

(b) Initial Investigative Review. When initially screening an individual for a critical PRP position, the certifying official must review the results of the security investigation, however the review of the investigation need not be accomplished before final certification into the PRP. If it is determined that the investigation meets PRP standards, the results of the review will be documented on OPNAV 5510/414. Once the investigation has been reviewed and documented on OPNAV 5510/414, there is no requirement to repeat a review of that investigation, regardless of changes in duty station.

1. When requesting a new investigation on an individual to support PRP duties, indicate "Critical Nuclear Weapon Position" on the investigative request form (DD 1879). DON CAF will adjudicate the clearance and automatically forward the completed investigation so the command can accomplish the required initial review.

2. When a PRP member or incumbent already has an investigation which supports the PRP assignment, commands will request a review copy of the investigation from the Director, Naval Criminal Investigative Service, Records Management Division, Code 27D, Washington, D.C. 20388-5027. Requests will be in letter or message format stating the PRP requirement, and will identify the subject, including full name, Social Security Number (SSN) and date of birth (DOB).

3. Although it may not be possible to retrieve and evaluate the results of the security investigation before final certification, the certifying official must make every effort to obtain and evaluate the results as soon as possible.

(c) Interim Certification. If it becomes necessary to consider an individual for a critical PRP position and the required investigation has not been completed, interim certification is permitted under carefully controlled conditions, as set forth below:

OCT 11 1964

1. The individual has been the subject of an ENTNAC, NAC or NACI favorably completed within the past 5 years without a break in active service (see definition in enclosure (1)) longer than 24 months; or has been the subject of a favorably completed BI, BI-PR, SBI, or SBI-PR older than 5 years, without a break in active service longer than 24 months; and the required current SSBI has been requested; and all other requirements of the PRP screening process have been fulfilled.

2. Individuals who are interim certified must be identified to supervisory personnel, entry controllers directly controlling access to exclusion areas, and others as necessary, and may not be paired in a two-person team with another individual who is interim certified.

3. Justification of the need for interim certification must be documented by the certifying official.

4. Should the investigation not be completed within 180 days of the date of the request, the certifying official will notify the command security manager who is responsible for obtaining the status of the investigation from the DON CAF for DON military and civilian personnel and the Defense Industrial Security Clearance Office (DISCO) for contractors. The certifying official will decide whether to continue or withdraw the interim certification based upon the determined status (ie. if it appears that developed derogatory information is causing a lengthy investigative process).

(5) **Controlled Position.** The investigative requirement for initial assignment to a controlled PRP position is a favorably adjudicated NAC completed within the past 5 years. The requirement may be satisfied by a favorably adjudicated ENTNAC, NAC, NACI, SPR, BI, BI-PR, SBI, SBI-PR, SSBI, or SSBI-PR, completed within the past five years.

(a) When there is no investigation to satisfy the requirements for initial assignment, the command must request the appropriate investigation.

(b) Interim Certification. Interim certification may be authorized when an individual does not meet the investigative requirements subject to the following conditions:

1. An investigation was favorably completed more than 5 years past and there has been no break in active service greater than 24 months, a new investigation has been requested, and all other requirements of the PRP screening process have been fulfilled.

OCT 11 1966

2. Should the NAC not be completed within 90 days of the date requested, the certifying official will notify the security manager who is responsible for obtaining the status of the investigation from the DON CAF or DISCO. The certifying official will decide if it is in the best interest of the command to continue the interim certification.

3. Individuals who are interim certified must be identified to supervisory personnel, entry controllers directly controlling access to exclusion areas, and others as necessary, and may not be paired in a two-person team with another individual who is interim certified.

4. The justification for interim certification must be documented by the certifying official.

b. Clearance. Individuals functioning in PRP billets must possess a security clearance commensurate with the level of access to classified information required. The command security manager is responsible for providing clearance information to the PRP certifying official.

c. Personnel Records. A detailed review by the certifying official will be made of the individual's personnel record and other official records and information locally available concerning behavior or conduct which could be relevant to PRP standards. Because the personnel records review is normally completed early in the screening process if it becomes apparent that an individual will not meet the PRP standards, use of OPNAV 5510/414 is not required. Instead, for Navy personnel, if the individual is not suitable, a page 13 entry will be made in the service record to reflect the individual is unsuitable for PRP. For Marine Corps personnel, a page 11 entry will be made.

d. Medical Evaluation. As part of the required screening process, medical histories and records, if they are sufficiently comprehensive and current for the purpose, will be reviewed to determine the candidate's physical and mental condition and qualifications under the standards of the PRP (see reference (f) for civilians). Screening of medical records will be performed by the competent medical authority (see enclosure (1), definition 8) or other personnel specifically trained and designated in writing to perform that function. When the records review is conducted by other than the competent medical authority as defined, and reveals possible disqualifying information or raises a question concerning an individual's physical or mental suitability for assignment to a PRP position, the case will be referred to the competent medical authority for

OCT 11 1961

evaluation and/or additional medical examination (to be conducted as soon as possible).

(1) Physician's Assistants (PA) and Hospital Corpsmen (HM) eligible to be assigned to independent duty under Article 9-15, U.S. Navy Manual of the Medical Department, are considered as specifically trained to screen the medical records. If they are actually serving on independent duty in nuclear capable commands as medical department representatives, they will be considered as both trained and as having been officially designated to perform this function. HM (who are eligible but who are not actually serving on independent duty), PA, Medical Service Corps officers and nurses (Navy nurse corps and civilian nurses) may perform the function (screening of medical records) when specifically trained to do so and designated in writing by the senior medical officer, commanding officer or activity head under whom they serve. However, when the medical records review discloses potentially disqualifying information the record must be referred to competent medical authority for evaluation.

(2) If available medical records are not sufficiently comprehensive or current, competent medical authority will conduct a medical examination (including psychiatric consultation when appropriate) as soon as possible to determine medical qualification under PRP standards. The certifying official will be notified immediately by the competent medical authority when the individual's physical or mental state raises questions regarding the individual's ability to perform reliably in the PRP or if the evaluation indicates any past mental or emotional instability, drug or alcohol abuse, or the present need for medical treatment with narcotics, sedatives, or tranquilizers.

(3) Commanding officers, activity heads, reviewing officials, certifying officials and inspectors are authorized to review medical records of candidates and members of the PRP to make PRP eligibility determinations. When appropriate, review will be accomplished with the assistance of a competent medical authority who can advise on medical record data which might require clarification. Release or discussion of the content of medical records is prohibited except as necessary for PRP certification actions.

(4) When non-U.S. or non-DoD physicians or facilities provide the medical support, responsible U.S. medical personnel will ensure that medical information relating to personnel in the PRP is properly reported to the certifying official. Individuals in the PRP who require medical treatment by non-U.S.

OCT 11 1977
or non-DoD physicians or facilities will be instructed to notify the certifying official of the treatment.

(5) Hypnosis should not be administered to individuals certified under the PRP without the knowledge and consent of the individual's certifying official. When screening an individual for PRP duties who has undergone hypnosis, the certifying official should determine, in coordination with the competent medical authority, if any potential for degraded job performance or diminished reliability exists.

e. Personal Interview. The personal interview can be highly effective in educating an individual regarding PRP requirements and in eliciting valuable information to assist the PRP certifying official in appraising an individual's suitability for PRP assignment. The personal interview will be conducted by the certifying official and emphasize the importance of the assignment, the need to demonstrate reliability, the penalties for disqualifying conduct, and the program requirements. Certifying officials will also ask questions of the individual to determine the individual's attitude towards the PRP and towards performing nuclear weapon duties. Certifying officials need only interview the individual's whose personnel and medical records are favorably screened. The certifying official's personal interview should cover the following points:

(1) **Spirit and Intent of the PRP**. The intent of this program is to prevent the possibility of an action that could lead to nuclear weapon damage or cause the unauthorized launch of a missile or the unauthorized detonation of a nuclear weapon.

(2) **Qualifications of Personnel Selected to Perform PRP Duties**. Individuals must be stable and free from emotional disturbances, impulsive traits, or serious personal problems. The high standards required for individuals working in these selected duties cannot be overemphasized.

(3) **Individual's Responsibility Under the PRP**. The individual's responsibilities include monitoring his or her own reliability, as well as the reliability of co-workers. It is important that the certifying official know about unusual or undesirable activities or conduct and discuss the qualifying and disqualifying standards. He or she should stress the importance of reporting unusual or undesirable conduct and the consequences/potential dangers should that information not be reported.

OCT 11 1994

(4) **Decertification from the PRP.** The certifying official should explain suspension, temporary and permanent decertification, and the possible impact of these actions on the individual (e.g., rate change, transfer to other command, etc.). Personnel must be informed that they cannot allow unreliable conduct such as alcohol abuse to conflict with reliability and safety standards, and that an individual who has displayed irresponsibility or instability cannot be permitted to work in nuclear weapons duties. The certifying official must stress the need for an alcohol and drug free nuclear weapons environment. If individuals suspect they have a problem that could be disqualifying they are required to report it, and they are considered to be acting responsibly if they do and are more likely to be retained in the PRP while resolving the problem.

f. Proficiency Qualification. To be certified proficient the individual must be qualified by a formal course of instruction and experience, or other supervised on-the-job training and experience (as required by the critical or controlled position), and the individual must be determined proficient in the duties to be performed. (Personnel who perform modification, retrofits, LLC changes, etc., and EOD personnel and their supervisors must be qualified by a formal course of instruction and experience for the duties they are to perform).

(1) The experience factor may be achieved by on-the-job training during the required instructional phase, or demonstrated by previous work experience. The nature of the position will determine the necessity for further experience or on-the-job observation following formal training.

(2) The individual who certifies proficiency, if other than the commanding officer, activity head, executive officer, or the certifying official, must be designated in writing.

(3) A certification of proficiency for PRP is independent of rating qualifications or certifications.

g. Certification of Acceptability. The determination of acceptability for PRP assignment is based upon consideration and evaluation of all the information surfaced during the screening process. The certifying official will ensure that OPNAV 5510/414 is completed and made a permanent part of the military member's service record or for civilian personnel, filed in the Official Personnel Folder (OPF). Detailed instructions and a sample OPNAV 5510/414 are enclosed.

OCT 11 1994

(1) If an individual previously certified into a PRP position has been out of the program for more than 5 years, certification procedures for initial screening apply.

(2) OPNAV 5510/415 (3-94) or NAVPERS 5510/1 (3-71) will be maintained in the individual's service record, medical, and dental records as a PRP identifier until the individual is permanently decertified or otherwise removed from PRP duties.

2. SCREENING INCIDENT TO TRANSFER FOR TRAINING. Commands responsible for transferring personnel to courses of instruction/training which will lead to a PRP assignment are required to do a preliminary screening before the transfer to preclude the expense of transferring obviously unsuitable candidates. A preliminary screening consists of a personnel and medical records review and a personal interview. Preliminary screenings for Navy military members are documented on page 13 of the service record and for Marine Corps military members on page 11. Reference (g) identifies courses of instruction or training which require PRP preliminary screening prior to transfer.

3. SCREENING AT TRAINING COMMANDS. Individuals who engage in training leading to a PRP assignment must undergo a formal PRP screening at the training command with the exception of individuals attending the Basic Security Guard Course at the Marine Corps Security Force Training Center and individuals who should have been previously formally certified as required by reference (g). The certifying official at the training command must be familiar with the PRP and designated in writing to perform the screening but are not required to be in the PRP themselves.

a. The training command will first review the individual's personnel records to determine if a preliminary screening was accomplished and to insure the absence of obviously disqualifying information. If the individual does not qualify based upon this records review alone, the training command will document in the military service record (page 13 for Navy military members and page 11 for Marine Corps military members) that the member was found unsuitable for PRP training and assignment. The entry will identify the command, the certifying official and the date the determination was made. The training command will then arrange for disenrollment, rate conversion and/or other appropriate administrative actions. There is no requirement to forward a formal report of disqualification to CNO (N09N2).

OCT 11 1994

b. If the records review is satisfactory, the screening process will continue, using the OPNAV 5510/414. Any investigation required to support the individual's ultimate assignment will be initiated. Investigations that are completed and forwarded to the training command for review will be evaluated and the review will be appropriately documented on the screening form.

c. The training command will complete as much of the screening and evaluation as possible, to include medical records review, personal interview and, whenever possible, proficiency, initialing the blocks for items evaluated and placing a slash mark through blocks for the items that the training command could not evaluate. The certifying official will sign and date the certification section at the bottom of the form.

d. Marines attending the Basic Security Guard Course will be screened for PRP only if they receive orders to a PRP billet. Screening procedures found in paragraph 5.c. apply.

e. Once certified at the training command, if it is determined that the individual no longer meets the standards, a formal decertification is required.

f. The Record Identifier for Personnel Reliability Program will be conspicuously filed on the permanent side of the personnel and health records when accomplishing this first formal screening.

4. COMMANDING OFFICER SCREENING. Commanding officers have been formally screened for command by a command selection board, therefore screening for the PRP will be minimal. An appropriate senior in the chain of command will certify the incoming commanding officer. Continuous evaluation of commanding officers is provided by their operational or administrative commanders through the normal fitness report process.

5. ELIGIBILITY SCREENING. There are situations when commands will be required to screen members for PRP eligibility when the member is NOT CURRENTLY IN A PRP BILLET at that command. For these situations the PRP standards will be applied to the extent possible without applying the administrative procedures.

a. The need for continuous PRP eligibility applies to individuals in ratings designated in reference (h) as requiring PRP eligibility and to personnel assigned as PRP incumbents (i.e. fleet regenerable assets).

OCT 11 1994

b. Maintenance of PRP eligibility for individuals at commands where they are not in a PRP billet does not carry with it the requirement to reinvestigate or formally decertify. Commands should document any information that is potentially disqualifying for PRP and apprise CHNAVPERS if a situation arises that may affect members assignability or suitability. Commands also have an obligation to report unfavorable security information to the DON CAF for clearance adjudication purposes.

c. In the event the individual receives orders to a PRP billet, it is incumbent on the losing command to screen the individual for transfer to the PRP billet to preclude the expense of transferring an obviously unsuitable member. All information that is potentially disqualifying for PRP will be formally evaluated at this time as part of the screening for transfer. If it is determined that the individual is ineligible, the individual will either be disqualified by annotating the appropriate page of the service record and notifying the originator of the transfer orders, or if the individual was previously formally certified for a PRP billet, a formal decertification will be accomplished in accordance with enclosure (6) to document the individual's change in status.

6. RESCREENING. Rescreenings are required when an individual transfers to a new PRP command, when an issue develops that requires resolution through formal screening and when an individual progresses from a controlled to a critical PRP position. The rescreening serves to document that the certifying official has evaluated the record, is aware of all potentially disqualifying information and has made a determination regarding the individual's continued PRP eligibility.

a. When gaining a PRP member. When an individual is transferred from one PRP assignment to another, the certifying official at the new command must conduct a full rescreen of the individual, however the transfer itself will not affect the individual's certification for PRP duties unless the rescreen develops potentially disqualifying information that has not been resolved.

(1) If no previous screening record is available to document a previous PRP certification, the current PRP certifying official may conclude that the individual was previously screened as suitable when the service member so states and his/her statement is substantiated by health or dental record entries corroborating the individual's statement. Personnel records may also indicate previous PRP screening when one considers the individual's rating, NEC, or officer

OCT 11 1994

designator combined with indications that the individual has previous duty stations associated with nuclear weapons or the nature of previous duty or schools attended indicate PRP requirements. A full rescreening must be conducted to include review of the investigation for individuals in critical PRP billets.

(2) The certified record of prior investigation and clearance recorded on Part I of OPNAV 5510/414 is to be accepted in rescreening at the new assignment. There is no requirement to review previously evaluated personnel security investigative data. Although a member's clearance is administratively withdrawn at the time of transfer, commands may exercise their authority to grant interim clearances as deemed necessary. An interim clearance fulfills PRP requirements and does not require an interim certification. (Interim certifications are only necessary if the required investigative basis has not been completed.)

b. To document evaluation of developed information. A rescreening is required when an issue develops that requires resolution through formal screening. The rescreening documentation indicates that the certifying official has evaluated the record, is aware of all potentially disqualifying information and has made a determination regarding the individual's continued PRP eligibility.

c. Changing PRP positions. When an individual progresses from a controlled to a critical PRP position a rescreening will be conducted as appropriate.

d. When the certifying official changes. The new certifying official should be briefed by the previous certifying official concerning the command's PRP program and will be fully apprised of all PRP issues. A formal rescreening of each member is not necessary.

e. When a member returns from extended temporary duty. When an individual returns to the parent command following Temporary Additional Duty (TAD) or Temporary Duty (TDY) (30 days or more), or when an individual's medical or service record is removed from the parent command in conjunction with the TAD/TDY (regardless of duration), a records review should be accomplished to determine whether a rescreening is appropriate.

Appendix A

PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD

NAME (LAST, FIRST, MI)		SSN:																					
PART I - PERSONNEL RECORDS SCREENING																							
a. Investigations <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Type</th> <th style="width: 20%;">Date Initiated</th> <th style="width: 20%;">Date Completed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Type	Date Initiated	Date Completed													b. Command review of investigation completed for initial placement in a CRITICAL PRP position _____ (Date YYMMDD)					
Type	Date Initiated	Date Completed																					
							INITIAL SCREENING	RESCREENING & REEVALUATION (Initial appropriate blocks)															
							1	2	3	4	5	6	7										
c. Individual has the appropriate security clearance																							
d. Type PRP position: <input type="checkbox"/> CRITICAL <input type="checkbox"/> CONTROLLED																							
e. Personnel and other official records and information locally available have been reviewed for issues relevant to PRP standards. (Initial column when results are considered favorable)																							
PART II - MEDICAL EVALUATION																							
a. A favorable review of medical records (including a favorable medical examination/evaluation as necessary) was conducted by a competent medical authority. Appropriate entries have been made on the SF 600.																							
b. A favorable review of medical records and history has been conducted by other medical personnel specifically trained and designated in writing (e.g. HM's, Medical Service Corps officers and nurses). No potentially disqualifying information was present. Appropriate entries have been made on the SF 600.																							
c. Potentially disqualifying information was evaluated by a competent medical authority. Appropriate records/medical evaluations or psychiatric evaluation accomplished. Appropriate entries have been made on the SF 600.																							
PART III - PERSONAL INTERVIEW AND BRIEFING																							
a. Individual has been personally interviewed and informed of the significance of the PRP assignment, of reliability standards, and of the need for reliable performance. Individual demonstrates a positive attitude toward the PRP and its objective (Initial in column when the results are considered favorable).																							
b. I have been interviewed and briefed as indicated. I understand the spirit and intent of the PRP. Signature of Individual _____ Date (YYMM/DD) _____																							
PART IV - PROFICIENCY																							
a. Individual is currently undergoing supervised on-the-job training leading to proficiency certifications																							
b. Individual is certified as proficient in the duties to be performed and has been qualified by: <input type="checkbox"/> Formal Course of Instruction and experience <input type="checkbox"/> Supervised training and experience																							
PART V - CERTIFICATE OF ACCEPTABILITY																							
Individual has been evaluated using PRP standards. All information (including any potentially disqualifying information present), has been thoroughly evaluated. I find the individual's acceptability for PRP assignment to be: <input type="checkbox"/> Suitable <input type="checkbox"/> Unsuitable <input type="checkbox"/> Temporarily Unsuitable																							
(Type/Print) Name, Grade, Position & Organization of PRP Certifying Official						Signature & Date																	
1																							
2																							
3																							
4																							
5																							
6																							
7																							

SAMPLE

PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD OPNAV Form 5510/414 (3-94) INSTRUCTIONS

General Instructions

- a. File and maintain the completed OPNAV 5510/414 on the permanent side of the service record or for civilians, in the official personnel folder (OPF). File OPNAV 5510/415 (3-94) (Record Identifier for Personnel Reliability Program) in service record (left hand side) and in the member's health records (right hand side) to reflect assignment of the individual to or in training for a position requiring extraordinary reliability. Identify the individual to supervisors, managers and other line and staff officers for purposes of assuring continuing evaluation.
- b. Pen changes to the OPNAV 5510/414 are acceptable provided they are legible and are initialed by the Certifying Official. Changes will be made by lining through the incorrect information, inserting the correct information in the same space, and initialing by the Certifying Official.
- c. The Certifying Official will initial OPNAV 5510/414 blocks to demonstrate review. Slash marks will be used for corresponding items that were not reviewed or pertinent.
- d. All dates will be entered so that year, month and day are easily discernable. (y/mo/day, 890101).
- e. The screening of personnel records, the medical evaluation and the initiation of investigation may be conducted in any order the Certifying Official deems appropriate.
- f. When an individual's OPNAV 5510/414 is completely filled in, or becomes unreadable, a new OPNAV 5510/414 will be prepared. Attach the old form to the new form and file in the personnel record. The words "Continuation Sheet" shall be printed at the top and bottom of the new form.
- g. Personnel in training for, or performing in, an assignment or position designated as PRP Critical or Controlled are required to be screened initially and continuously evaluated thereafter to ensure they meet the program standards. This form provides a format for documenting the required screening and continuous evaluation process. Complete applicable parts of the form and initial appropriate blocks.

1. Part I - Personnel Records Screening

- a. In section a., record the type of investigation (ENTNAC, NAC, SSBI, SPR, PR, etc.). You may use the type investigation identified on the Department of the Navy Central Adjudication Facility (DON CAF) message. Additionally, record the date the investigation was initiated or requested and/or the date the investigation was completed.
- b. Section b. is for initial assignment to a CRITICAL PRP position. The certifying official is required to review the investigation that supports the initial assignment. The certifying official will fill in the date the investigation was reviewed. Once the initial review is accomplished, there is no need to repeat the review for subsequent screening or at subsequent commands.
- c. Initial in section c. when the individual has a security clearance commensurate with the security classification of the information required.
- d. In section d. identify the type of PRP position assignment.
- e. Review the individual's service record, official personnel folder or other records relevant to PRP standards. In section e., initial the appropriate column when review is favorable.

2. Part II - Medical Evaluation. A medical evaluation is required to determine the individual's physical and mental fitness for PRP duties. The PRP medical evaluation may be based solely on medical history records if they are sufficiently comprehensive and current. Where potentially disqualifying information exists or an otherwise disqualifying condition is present, a current medical examination by competent medical authority is required. Psychiatric consultation may be warranted if there are indications of mental or emotional disorders. An SF 600 entry in the medical record regarding the individual's acceptability for PRP duties is necessary.

- a. Initial in section a. when the medical record review or medical examination/evaluation was conducted by a competent medical authority. Document determination on the SF 600.
- b. Initial in section b. when the medical records review was accomplished by other medical personnel specifically trained and designated in writing (e.g. HM's, Physician Assistants, Medical Service Corps officers and nurses) and revealed no potentially disqualifying information. Document determination on the SF 600.
- c. Initial in section c. when potentially disqualifying information is present, the information is evaluated by a competent medical authority, and the individual is determined suitable for PRP assignment. Document determination on the SF 600 commenting on all potentially disqualifying information.

NOTE: In all cases, medical certification entries will be documented on the SF-600, and the information provided to the certifying official for final PRP suitability determination.

3. Part III - Personal Interview and Briefing.

- a. In section a., the interviewer will initial when the required interview and briefing are conducted and the results are satisfactory.
- b. In section b., for initial PRP assignment the individual will sign, date, and initial column 1. When rescreening, the individual will initial in columns 2-7.

4. Part IV - Proficiency. Personnel who perform modifications, retrofit, limited life component (LLC) changes, etc., and EOD personnel and their supervisors must be qualified by a formal course of instruction and experience for the duties they are to perform. All other personnel under the PRP must be qualified by a formal course of instruction or other supervised training and experience for the duties they are to perform. In both cases, the individual must be certified as proficient by a qualified person designated in writing for the purpose. The experience requirement may be achieved by on-the-job training or during the required instructional phase. Ensure prescribed instructional requirements are met.

- a. Initial in section a. when the individual has neither experience or training and is undergoing supervised on-the-job training. Rescreen when appropriate.
- b. Initial section b. as appropriate.

NOTE: Completion of Part IV is not required when conducting preliminary screening incident to transfer to a course of instruction.

5. Part V - Certificate of Acceptability. Ensure all aspects of screening are accomplished, make a determination, initial the appropriate block and sign. Certification of acceptability must be made by the Commanding Officer, Executive Officer or PRP Certifying Official.

6. Administrative Termination

- a. A certification of acceptability will be terminated administratively when an individual is reassigned within the same command from a PRP position to a non-PRP position for reasons that are not disqualifying. Enter "Administratively Terminated" in the next succeeding column of OPNAV 5510/414 (leaving all blocks blank).
- b. The official signing the administrative termination shall be the Certifying Official.
- c. When an individual receives Permanent Change of Station (PCS) orders, the administrative termination is automatic. Entry on the OPNAV 5510/414 is not required.

CONTINUOUS EVALUATION

1. Individuals assigned to PRP positions or in ratings requiring PRP eligibility are subject to a proactive continuous evaluation of their reliability. The responsibility for ensuring continuous eligibility rests with everyone at the command. The individual assigned to the PRP position must apprise the certifying official anytime a potential problem develops. The individual's co-workers must report any incident or behavior which raises a question regarding the individual's acceptability for PRP duties. The individual's supervisor must monitor performance and behavior and report any potential problems to the certifying official. The certifying official must insure that everyone understands the reporting requirements and must proactively resolve all reported and observed inconsistencies with PRP standards.

a. The certifying official will insure that the OPNAV 5510/415, Record Identifier For Personnel Reliability Program, is conspicuously placed on top of the permanent side of personnel and medical records to identify all individuals who are in the PRP and to alert the personnel and medical administrators of the need to report to the certifying official any information being included in these records that could affect the individual's PRP eligibility.

b. Security Investigation. All military, civilian, and contractor personnel assigned to PRP positions will be reinvestigated every 5 years. An SPR will be submitted for a controlled position and an SSBI-PR will be submitted for a critical position. If adverse information is developed by the reinvestigation, complete rescreening and reevaluation is required.

c. Medical Evaluation. Each time a PRP-certified individual visits a healthcare provider, all potentially disqualifying medical treatment, care or information that could adversely affect their performance, effectiveness or safety will be referred to a competent medical authority for evaluation, documented in the individual's health record and reported to the certifying official. PRP certified civilians and contractors visiting their private healthcare provider are also required to inform their supervisor or certifying official of any potentially disqualifying medical treatment, care or information. (R)

SEP 10 1996

(1) When it is determined by the competent medical authority (or dentist when dental treatment is involved) that an individual's duty performance may be impaired by medical care or the use of prescribed medication, the certifying official will be notified to determine if the individual should be suspended from nuclear weapon duties for the period of medical care or use of medication. It is not the intent of the PRP to automatically decertify an individual who has an illness, injury, or disease that requires hospitalization, sick in quarters, or extended leave of absence unless the condition is diagnosed to be of a long-term or permanent nature, or is otherwise disqualifying by PRP standards. (Enclosure (6) provides guidance regarding suspension and decertification actions.)

(2) When a military member in the PRP has received non-military medical or dental treatment (including Civilian Health and Medical Program of the Uniformed Services referrals), the competent medical authority shall review and determine the effect of the care on the individual. The results of that evaluation will be recorded in the individual's medical records and the certifying official will be notified to determine if a suspension or decertification action is warranted.

(R)

2. SUBSTANCE ABUSE TESTING. Because of the possible danger to public health, safety and/or U.S. national security attributable to the failure of an individual to reliably perform PRP duties, mandatory random substance abuse testing of all military, civilian, and contractor personnel assigned to PRP duties is required. Further, substance abuse testing for personnel assigned to specially designated NC2 PRP positions will be administered before the individual assumes those duties and aperiodically thereafter.

3. INDIVIDUAL AND SUPERVISOR RESPONSIBILITIES. Individuals assigned to PRP duties are responsible for monitoring their own reliability and the reliability of others performing PRP duties. The failure to discharge those responsibilities may cast doubt on an individual's reliability. During personal interviews, certifying officials will make individuals aware of how problems, concerns, and circumstances may reduce individual effectiveness and impair capability or reliability. Individuals will advise their supervisors or certifying official of any factors that could have an adverse impact on their performance, reliability, or safety while performing PRP duties. Individuals will inform support agencies of their active PRP status before treatment or consultation and will inform their supervisor or certifying official when another individual in the PRP appears to be involved in situations that may affect reliability. Supervisors are responsible for monitoring the reliability of

their subordinates and will notify the certifying official of any potentially disqualifying information. An individual in PRP duties will be identified to all co-workers so that information raising questions about that individual's judgment or reliability can be reported and acted upon without delay.

4. CRIMINAL INVESTIGATION OF INDIVIDUALS IN THE PRP.

SECNAVINST 5520.3B requires the Naval Criminal Investigative Service (NCIS) to notify the "Immediate Senior In Command" (ISIC) when a member is under investigation. It is incumbent upon the ISIC to apprise the certifying official of an individual in the PRP who is under investigation and the circumstances of the investigation. The certifying official is not required to immediately suspend or decertify an individual solely because an investigation has been started. Any actions taken shall depend on the nature of the allegations and the sensitivity of the individual's PRP duties. After careful review of all the information, the certifying official may either suspend, decertify, or allow the individual under investigation to continue in PRP duties. In making that determination, nuclear surety and national security will be the primary consideration and will not be compromised to aid an investigation. Therefore, regardless of the status of the investigation, when nuclear safety or security is determined to be in jeopardy, the certifying official will immediately remove the individual from the PRP.

5. CONTRACTOR PRP CONTINUING EVALUATION. Contractor employees who have been determined eligible and have been assigned to PRP positions will be identified to the Defense Industrial Security Clearance Office (DISCO), P.O. Box 2499, Columbus, Ohio 43216-5006. The PRP certifying official will be informed upon receipt of any information that may affect the reliability or trustworthiness of a contractor employee under the PRP and the Facility Security Officer (FSO) will submit an adverse information report with DISCO. Additionally, DISCO will forward any adverse information received on a contractor employee assigned to PRP duties, to the certifying official via the FSO.

OCT 11 1994

DECERTIFICATION/REINSTATEMENT PROCEDURES

1. FAILURE TO MEET THE RELIABILITY STANDARDS. An individual who fails to meet the reliability standards specified in this instruction will not be assigned to or continued in a PRP position or continued in training leading to PRP assignment. Suspension or temporary/permanent decertification will proceed depending on the circumstances, character, and transitory or continuing nature of the cause. The certification of acceptability will be rescinded immediately upon the reviewing official's determination that an individual no longer meets PRP standards.

2. SUSPENSION. A suspension is used to immediately remove a member from PRP duties without starting a decertification action. Although a recommendation to suspend an individual from PRP duties may come from many sources, the certifying official must evaluate the situation and determine whether suspension is appropriate. When suspended, an individual is still considered to be eligible for the PRP, but because of the circumstances, is not authorized to perform PRP duties (i.e. stress, medication, etc.).

a. A suspension will be used only when the individual's reliability is not in question, when the problem is expected to be of short duration, and/or while conducting an investigation or medical evaluation to determine if a situation or incident could have an adverse effect on an individual's reliability.

b. A suspension will include removal from PRP duties. Supervisory personnel will be advised of the suspension and command will take appropriate action to preclude access by suspended individual.

c. A suspension will not exceed 30 days. If the issue cannot be resolved, or if the cause of the suspension lasts longer than 30 days, the individual will be temporarily decertified until the issue is resolved and the individual is either returned to PRP duties or permanently decertified.

3. TEMPORARY DECERTIFICATION

a. Temporary decertification from the PRP will occur when an individual needs to undergo a period of observation and evaluation for compliance with the PRP reliability standards. It is appropriate when disqualifying traits or conduct are present (enclosure (3)), when a medical or psychiatric evaluation is incomplete, or when an individual is undergoing civilian court or courts-martial proceedings. When the

Enclosure (6)

OCT 11 1994

disqualifying factors or significant derogatory information would also impact on the individual's security clearance eligibility, the unfavorable information will be provided to the command security manager for DON CAF notification. Temporary decertification will be restricted to cases that qualify because of the transitory or indeterminate nature of the cause. Temporary decertification will not be used if the facts dictate permanent decertification. Individuals removed temporarily will be notified in writing within 15 working days by the certifying official, indicating the reasons for temporary decertification, unless returned earlier to PRP duties.

b. Individuals who are temporarily decertified are immediately removed from PRP duties. The commanding officer or activity head and supervisory personnel will be notified of the temporary decertification and the individual will be removed from PRP duties and access rosters until the temporary decertification is removed.

c. The certifying official will expeditiously collect information essential to a decision regarding the termination of the temporary decertification or advancement to a permanent decertification. In the event of suspected alcohol or drug abuse, or other physical, mental or emotional condition, the information will include a medical evaluation by competent medical authority.

d. Appropriate administrative procedures must be established to ensure that a temporary decertification is changed to either a permanent decertification or removed prior to an individual's permanent reassignment to another duty station, separation, discharge, or retirement. If an individual must be reassigned because of medical or other emergency situation prior to final decision on the temporary decertification, the transferring command will furnish the gaining command with a complete report of the circumstances surrounding the temporary decertification including specific reasons why the individual is being reassigned in a temporarily decertified status. All other reassignments, including Permanent Change of Station (PCS) orders, will be held in abeyance or canceled until temporary decertification issues are resolved.

e. The duration of a temporary decertification will not normally exceed 180 days. However, temporary decertifications may be extended in 30 day increments not to exceed 270 days provided the extension and reasons for extension are documented. In cases where courts-martial or civil court proceedings are in

SEP 10 1996

progress, the certifying official will evaluate the underlying conduct or incident that prompted the temporary decertification.

f. If the cause of temporary decertification is corrected and the member is determined to be suitable, rescreening and recertification procedures apply.

g. Formal reports of temporary decertification are not forwarded to CNO (N09N2) or CMC (MPP 54).

4. PERMANENT DECERTIFICATION. Permanent decertification is a formal determination by the certifying official and approved by the reviewing official that the individual no longer meets the reliability standards provided in enclosure (3) of this instruction and that the disqualifying reasons probably will not be resolved in the near term. When a permanent decertification is deemed appropriate the following procedures apply:

a. Notification of Decertification. Individuals who are determined by the certifying official to no longer meet the reliability standards will be permanently decertified. The certifying official will notify the individual concerned, in writing, within 15 days of the determination. The written notification must provide the individual with the reason(s) for this contemplated action, must give the individual the opportunity to make a statement on his/her behalf, and must inform the individual that the case, including his/her statement, will be forwarded to the reviewing official for a final decision. Notification of the contemplated action (or final decision) need not be given to an individual who is absent without authority or who is incarcerated because of conviction of a criminal offense by civil court or court martial.

b. Final Decertification. The reviewing official has 15 days to consider any statements made by the individual and make a final decision. Once the reviewing official concurs with the permanent decertification the following administrative requirements apply:

(1) The OPNAV 5510/415 will be removed from all personnel and medical records and the permanent decertification will be documented on the individual's OPNAV 5510/414.

(2) If a member is decertified for medical reasons, competent medical authority will annotate the SF-600 to read "Not qualified for assignment to nuclear weapons position by reason of (include reason(s))."

SEP 10 1996

(3) The final report of permanent decertification will be prepared as detailed in paragraph 5 below.

c. In most cases of permanent decertification from the PRP, a concurrent assessment by the DON CAF of the underlying issue will be necessary to determine the individual's continued eligibility to hold a security clearance. The underlying security significant information must be reported to the DON CAF by the command security manager. The decertification report will state that the security manager has been notified of all security significant information for report to the DON CAF.

5. REPORT OF PERMANENT DECERTIFICATION. A complete report of the facts and circumstances surrounding each case of permanent PRP decertification will be submitted to CNO (N09N2) for Navy military, civilian and contractor personnel. For Marine Corps military personnel submit the report to CMC (MPP-54) with a copy to CNO (N09N2). A format for this report is provided as Appendix A to this enclosure. The command will identify itself by title and Unit Identification Code (UIC)/Reporting Unit Code (RUC). The report will include a concise but complete statement of facts surrounding the decertification, a statement by the member acknowledging receipt of notification of contemplated decertification, medical data if pertinent to the case, and any action taken, proposed or recommended with respect to: disciplinary action, administrative separation, change in MOS, change in rating, change of NEC, and disposition of the member. The certifying official will notify the command security manager of any potentially disqualifying security clearance information. It is then the command security manager's responsibility to notify the DON CAF via OPNAV 5510/413. The DON CAF referred action will be noted on the report of permanent decertification. The report of permanent decertification, detailed below, will be made a permanent part of the master service record for military members and will be filed in the OPF for civilian employees. The procedures for decertification of contractor employees are provided in enclosure (7). (R)

6. DISPOSITION OF PERSONNEL PERMANENTLY DECERTIFIED FROM THE PRP. A decertification action is not punitive and does not, in itself, constitute grounds for disciplinary measures. However, neither is it a bar to any disciplinary or administrative measures otherwise deemed appropriate for the underlying issues which caused the decertification.

a. An individual who has been permanently decertified from the PRP must be removed from PRP duties.

OCT 11 1994

b. Further administrative or disciplinary action such as rating conversion must proceed per appropriate regulations.

7. REINSTATEMENT OF PERMANENTLY DECERTIFIED PERSONNEL. When sufficient justification exists, personnel permanently decertified from PRP duties may be returned to PRP duties provided the disqualifying problem no longer exists and a positive determination can be made that the individual currently meets prescribed reliability standards.

a. Prior to making a recommendation for reinstatement, commanding officers must evaluate the potential for recurrence of the disqualifying condition or circumstances prior to a recommendation for reinstatement. This evaluation may include consultation with competent medical authority and will include a records review.

b. Although clearance eligibility is not specifically a PRP requirement, most PRP duties are sensitive and require access to classified information. When a command pursues reinstatement, it is considered prudent to resolve any questions regarding security clearance eligibility with the DON CAF, to avoid reinstating an individual who will not be permitted to perform the required classified nuclear weapons duties. Requests for reinstatement should include clearance eligibility information.

c. Requests for reinstatement will be submitted to CNO (N09N2) for Navy military and civilian personnel and CMC (MPP-54) for Marine Corps military personnel, via the chain of command and will include detailed supporting justification. Justification will provide a thorough summary enumerating the decertification issues and will include the type of duty assignment proposed. CNO (N09N2) will consult with CHNAVPERS (PERS-08) and will make a final determination as to the individual's eligibility for reinstatement into the PRP. Requests for reinstatement may be disapproved at any level in the chain of command.

d. In the case of submarine disqualified enlisted personnel seeking both reinstatement into the PRP and submarine service qualification, only one reinstatement request package is required. The reinstatement request will be forwarded and endorsed via the chain of command to CNO (N09N2) for the PRP determination, with a copy to CHNAVPERS (PERS-403) for the submarine duties determination. In addition to requirements specified in applicable type commander instructions for submarine reinstatement, the request must specifically include a detailed supporting justification including the type of duty assignment proposed. Enlisted members requesting submarine and

SECNAVINST 5510.35

OCT 11 1994

PRP reinstatement who were force converted to other ratings must also include a request for reinstatement of their original rating, if desired. CNO (N09N2) will consult with CHNAVPERS (PERS-08) and will make a final determination as to the individual's eligibility for reinstatement into the PRP. CHNAVPERS (PERS-403) will then make the final determination as to the member's eligibility for rating and submarine service reinstatement. Requests for reinstatement may be disapproved at any echelon in the chain of command.

e. Individuals approved for reinstatement in the PRP must undergo complete rescreening and recertification.

Enclosure (6)

OCT 11 1994

Appendix A

REPORT SYMBOL OPNAV 5510-24

5510
Code
Date

From: (Command Title, including UIC/RUC)
To: (Chief of Naval Operations (N09N2)-or-(Commandant of the Marine Corps (MPP-54))

Subj: (RANK/RATE/GRADE) (FULL NAME), (SSN); PERSONNEL
RELIABILITY PROGRAM DECERTIFICATION

Ref: (a) (Cite this instruction)

Encl: (1) (Subject's initial statement, or declination to make a statement in response to notice and reasons for the contemplated action)
(2) (Medical data - furnish when decertification is substantiated by competent medical authority)

1. Subject named individual has been permanently decertified for duty under the Personnel Reliability Program according to the provisions of reference (a).

2. The foregoing action is based on the following: (Furnish a complete and concise statement of facts surrounding the decertification and the reason(s) for this action, including specific details as appropriate. For drug abuse, indicate type of drugs used and scope of involvement. Format and references may vary to fit a particular case.)

3. Action taken or contemplated: (Indicate any action taken, proposed, or recommended with respect to disciplinary action, administrative separation, change in Military Occupational Specialty (MOS), change in rating, change of Navy Enlisted Classification (NEC), disqualification for submarine duty, and disposition of the individual, indicating the desires of the individual concerned. Indicate if access to classified information has been suspended.) Indicate that the "Security Manager has been notified of all security significant information for report to the DON CAF."

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(When filled in)

Appendix A
to Enclosure (6)

SECNAVINST 5510.35

OCT 11 1994

Subj: (RANK/RATE/GRADE) (FULL NAME), (SSN); PERSONNEL
RELIABILITY PROGRAM DECERTIFICATION

4. Procedural safeguards: (Include a paragraph reflecting whether compliance with required procedural safeguards has been accomplished. This paragraph should report that the individual: (1) was given notice in writing of the proposed action and the reasons therefore; (2) was provided an opportunity to make a statement; and (3) was notified that the case would be reviewed by the Reviewing Official and a decision made at that level. Forward any such statement made by the member or his/her declination to make a statement as enclosure (1). (Note: There is no longer a requirement to assure Article 1110 rights in conjunction with a decertification action.)

Copy to:
Individual concerned
Appropriate chain of command

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(When filled in)

Appendix A
to Enclosure (6)

A-2

OCT 11 1994

5510
Code

MEMORANDUM

Date

From: Personnel Reliability Program Certifying Official
To: (Rate/rate/grade), (full name), (service), (SSN)

Subj: NOTIFICATION OF PERMANENT DECERTIFICATION FROM THE
PERSONNEL RELIABILITY PROGRAM (PRP)

Ref: (a) (Cite this instruction)

1. Under reference (a), you are hereby notified you are being permanently decertified from the Personnel Reliability Program.

2. The reason(s) for this action is (are): (State specific reason(s) for the contemplated action. Refer to enclosure (3) reliability standards and disqualifying standards.)

3. You have the opportunity to make a statement on your behalf. Your statement must be addressed to the Reviewing Official and presented to the Certifying Official (as soon as possible). Your case, including any statement you make, will then be forwarded to the Reviewing Official (Commanding Officer) for the final decision.

Signature
(Certifying Official)

Copy to:
Reviewing Official

ACKNOWLEDGING ENDORSEMENT

Date:

From: SNM

To: Personnel Reliability Program Certifying Official

1. I have read the notice of intent to permanently decertify me from the Personnel Reliability Program. I understand that my case will be forwarded to the Reviewing Official for a final determination. I DO/DO NOT (omit one) desire to make a statement on my behalf.

OCT 11 1994

CONTRACTOR REQUIREMENTS FOR THE PRP

1. Contractor employees may perform nuclear weapons duties only on those specific DON installations or cleared contractor facilities authorized by the Secretary of the Navy's designee (CNO (N09N2)).

2. The criteria set forth below will be incorporated into all contracts either via the DD 254 or included as a contract provision and identified as requirements of the PRP;

a. DON contractors must meet all the PRP requirements established by this instruction.

b. Contractor employees performing services in PRP positions must meet PRP reliability standards and investigative requirements of this instruction.

c. Contracting facilities must:

(1) Request the required investigations to support PRP determinations. These requests will be processed through the command element for endorsement and forwarded to the Defense Industrial Security Clearance Office (DISCO) P.O. Box 2499, Columbus, OH 43216-5006.

(2) Periodically instruct managerial, supervisory, medical, and other contractor personnel of the purpose, standards, and procedures of the PRP. Periodically instruct and inform each employee assigned to work in a PRP position, that the assignment is subject to the standards and procedures of the PRP.

(3) Ensure that employees assigned or scheduled to be assigned to a PRP position undergo a medical examination and evaluation, are subject to random urinalysis testing and provide the certifying official with results for evaluation. Immediately report any adverse information about such employee(s), relevant to the standards for assignment under the PRP, to the certifying official.

(4) Provide for sufficient observation by contractor supervisory personnel of employees assigned to PRP positions, except when such employees are assigned to a DON command under the direct supervision of DON personnel in which case the certifying official will be responsible for such observation.

Enclosure (7)

SECNAVINST 5510.35

OCT 11 1994

(5) Assign to the duties of a PRP position only those employees eligible, according to the certifying official, under the standards of the PRP.

(6) Temporarily remove an employee from a PRP position immediately upon receipt of information that is, or appears to be, reason for decertification from assignment under the standards of the PRP.

(7) Notify the certifying official immediately of temporary removal and the reasons therefor.

(8) Notify appropriate activities so that entry authority and access lists may be updated to bar decertified personnel.

(9) Immediately remove an employee from a PRP position upon notification by the certifying official that the employee has been temporarily decertified.

(10) Reassign the employee when notified by the certifying or reviewing official that the employee has indeed failed to meet reliability standards or has been permanently decertified.

(11) Provide DISCO a list of all contractor employees assigned to PRP positions. Update lists as warranted. The lists will include full name and social security account number, plus name and address of the employing contractor facility and the name, address, and Defense Switched Network (DSN) telephone number of the certifying official.

(12) Provide all PRP permanent decertification actions to CNO (N09N2) and submit an adverse information report with a copy of the permanent decertification to DISCO for inclusion and retention in the permanent record.

SEP 10 1996

INSTRUCTIONS FOR PREPARATION OF ANNUAL STATUS REPORTS FOR PRP

1. Every Navy nuclear certified command will submit an annual PRP status report to CNO (N09N2), to be received no later than 15 January. An annual PRP report will also be submitted by commands who close out their PRP programs at the time of close out.
2. Every Marine Corps nuclear certified command will submit an annual PRP status report to CNO (N09N2) with a copy to CMC (MPP-54), to be received no later than 15 January. (R)
3. These reports will include, for the preceding year ending December 31 or the date of close out, the requested information by class of personnel (such as, military, federal civilian, and defense contractor) according to the attached format. Each class of personnel (military, civilian, or contractor) is reported on a separate form.
4. Statistics will be provided under the column that indicates the command or activities geographical base of operations (i.e. Conus, Europe, Pacific regions). U.S. Navy ships will provide reportable information under the United States category.
5. Since decertifications generally include more than one issue, the decertification action should be accounted for once under the predominant issue only.

DEPARTMENT OF DEFENSE
 DoD NUCLEAR WEAPON PERSONNEL RELIABILITY PROGRAM
 ANNUAL STATUS REPORT (RCS: DD-C3I(A) 1403)
 Calendar Year Ending December 31, 19

DON Command: _____ Category of Personnel: Military, Civilian, Contractor
 (Circle one)

A. Total number of certified personnel in the PRP:

	<u>United States</u>	<u>Europe</u>	<u>Pacific</u>	<u>Total</u>
1. Critical				
2. Controlled				
Total				

B. Total number of permanent PRP decertifications

1. Critical				
2. Controlled				
Total				

C. Number of PRP personnel permanently decertified subsequent to certification by disqualification category:

1. Alcohol Abuse				
a. Critical				
b. Controlled				
Total				
2. Drug Abuse				
a. Critical				
b. Controlled				
Total				
3. Negligence or delinquency in performance of duty				
a. Critical				
b. Controlled				
Total				

OCT 11 1994

C.1. Number of personnel permanently decertified subsequent to certification by disqualification category (continued):

	<u>United States</u>	<u>Europe</u>	<u>Pacific</u>	<u>Total</u>
4. Conviction by a military or a civilian court of a serious offense, a pattern of behavior indicative of a contemptuous attitude toward the law or other duly constituted authority				
a. Critical				
b. Controlled				
Total				
5. Any significant physical or mental condition substantiated by a competent medical authority; aberrant behavior considered by the certifying official as prejudicial to reliable duty performance in a PRP critical or controlled position				
a. Critical				
b. Controlled				
Total				
6. Poor attitude or lack of motivation				
a. Critical				
b. Controlled				
Total				

OCT 11 1998

C.2. Drug abuse decertifications by type (continued)

PRP Position Category	<u>United States</u>		<u>Europe</u>		<u>Pacific</u>		<u>Total</u>	
	Crit	Cont	Crit	Cont	Crit	Cont	Crit	Cont
a. Narcotics								
b. Depressants								
c. Stimulants								
d. Hallucinogens								
e. Cannabis								
f. Anabolic Steroids								
Total								

C.3. Serious offense decertifications by type (continued)

PRP Position Category	Crit	Cont	Crit	Cont	Crit	Cont	Crit	Cont	Total
a. Military conviction									
b. Civilian conviction									
c. Behavior pattern									
d. Other									
Total									

C.4. Physical and/or mental decertifications (continued)

PRP Position Category	Crit	Cont	Crit	Cont	Crit	Cont	Crit	Cont	Total
a. Physical condition									
b. Mental condition									
c. Aberrant behavior									
d. Other									
Total									

OCT 11 1994

C.5. Poor attitude,
lack of
motivation
decertifications
by type
(continued)

PRP Position Category	<u>United States</u>		<u>Europe</u>		<u>Pacific</u>		<u>Total</u>	
	Crit	Cont	Crit	Cont	Crit	Cont	Crit	Cont
a. Attitude								
b. Behavior or activity								
c. Mood and feeling								
d. Other								
Total								

D. Remarks and additional comments or information: